

IANO's Windows 7 Installation Check Sheet

Primary User Name: _____ Technician Assigned: _____

New Computer name: GORD _____ Old computer name: GORD _____

Is this computer shared? YES / NO

If yes, who: _____

Pre-Installation

While the user is logged on, check the following items before transferring data:

Are there any items in the following locations: (Circle YES / NO)

Documents YES / NO

Music YES / NO

Pictures YES / NO

Videos YES / NO

Desktop YES / NO

Downloads YES / NO

Favorites YES / NO

Other work Files:

Are there any other work files outside of the USER Profile location? YES / NO

If yes, assist the user in moving the data files to within the USERs profile location.

Encrypted Documents folders:

Are there "Encrypted file documents" in the encrypted folder? YES / NO

If NO, assist end-user with finding their encrypted file documents.

Note: Not all Users will have encrypted file documents.

If YES, ensure the user un-encrypts the files folder, and renames the encrypted folder to
Old.encrypted or Encrypted.old.

Desktop:

1. Are there any encrypted files on the desktop or in any subfolders? Yes / No

If yes, have user unencrypted all files before moving files.

2. Are there any mapped drives or shortcuts? YES / NO

If Yes, write down the path and location of said mapped drive or shortcuts.

Software:

Are there any special software requirements that are not part of the base Image? YES / NO

If yes, what are they and do they have a license and Certificate of Networthiness (CoN)?

Outlook:

How many PST files are there connected to outlook? _____

Are PST files in the default location C:\Users\username\AppData\Local\Microsoft\Outlook? Note: Check each PST file within outlook)? YES / NO

If no, where are the PST files located? List the path and location.

Is there an NK2 file in the C:\Users\username\AppData\Roaming\Microsoft\Outlook? YES / NO

Is there a signature file in the C:\Users\username\AppData\Roaming\Microsoft\Signatures? YES / NO

Printers:

Identify the printers the user uses: _____

Are any of them Standalone or connected to another computer? YES / NO

If yes, What is the computer name the printer is connected to? GORD _____

If no, what is the make/model and IP address of the printer?

Post-Installation

Note: Before you can begin the transfer of data, you must ensure that the imaged drive has been Ghost walked, joined to the domain, and install SCCM. Afterwards, have the user log onto the computer to establish a new profile and open and configure outlook.

Did you copy the user's data as follows and put them all in the correct folders:

Files in the document folder to include encrypted? YES / NO

Desktop items to include fixing any mapped drives or shortcuts? YES / NO

Favorites (IE bookmarks)? YES / NO

Official music and/or pictures files, if applicable? YES / NO

Reinstall software not identified as part of the image baseline? YES / NO

If no, list software and why:

Outlook

Did you Open and configure Outlook (If necessary, point to users EE mail)? YES / NO

Did you copy all PTS files and reconnected them? YES / NO

Did you copy the NK2 file, if applicable? YES / NO

Did you copy the signature files, if applicable? YES / NO

Did you the user check and test outlook to ensure email capability was there?

Was the user able to send a digitally signed and encrypted email messages? YES / NO

Was the user satisfied that all email files were there? YES / NO

Printers:

Were all printers reinstalled? YES / NO

Did you print a test page for each printer to ensure connectivity? YES / NO

Did you set the default printer for the user in their profile? YES / NO

For the User:

I have verified that all of my programs are operating properly and all of my documents/files that were backed up prior the Windows 7 migration have been restored YES / NO

User's Name: _____

Signature: _____